



## Administrative Policies and Procedures: 18.24-DOE

<b>Subject:</b>	Information for Initial Classification
<b>Authority:</b>	TCA 37-5-105, 37-5-106
<b>Standards:</b>	ACA: 9383, 9388
<b>Application:</b>	To All Department of Children's Services Staff members involved in the initial classification process

### Policy Statement:

The information specified herein must be available to the classification team before the final determination of a student's initial program placement.

### Purpose:

To ensure procedures are established to provide information to the classification team before final determination of initial program placement.

### Procedures:

The classification coordinator shall ensure that the following information is available to the classification team before the final determination of a student's initial program placement.

- A. Documentation of prior notification of the staffing to the appropriate individuals in the staffing of a student suspected of being in need of special education services; no staffing shall be held unless documentation of prior notification to parents/guardians is available.
- B. A current social history and/or addendum provided by the Probation/Officer, including a summary of the student's criminal history, if any;
- C. Valid commitment documents from the court which may include a social data sheet;
- D. Medical and dental summary and immunization record;
- E. Education records from the local education agency;

**F.** Educational assessment;

**G.** Academic achievement information

**H.** Psychological and/or psychiatric evaluation, if indicated, including prior mental health evaluations, if applicable;

**I.** Previous placement/treatment records (including program and aftercare plans), if applicable and available;

**J.** Pre-vocational/vocational assessment, if applicable;

**K.** Religious background and interests, if applicable and available;

**L.** Written determination as to whether the student is in need of special education services or is mentally retarded (Integrated Assessment Report);

**M.** Community classification report;

**N.** Teacher observation report;

**O.** Group life observation report, if applicable;

**P.** Birth certificate or verification of birth;

**Q.** Physical fitness testing report and recreational interests, if pertinent.

<b>Forms:</b>	<i>None</i>
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<b>Collateral documents:</b>	<i>None</i>
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**(Note: This Policy Cannot Be Revised Without Prior Permission  
of Chancery Court, Davidson County, Nashville, Tennessee.)**